

# Lead Maintenance Worker



**Job Code:** 4031  
**Grade:** 121  
**Reports to:** Division Supervisor  
**Salary Range:** \$34,758 - \$53,260  
**FLSA Status:** Non-Exempt

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## **GENERAL STATEMENT OF DUTIES**

Performs intermediate skilled work in a variety of construction, repair, modification, installation, and maintenance assignments involving the use of specialized tools and operating equipment; does related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this classification may be called back to work for emergency situations or repair work at any time. The employee performs work under regular supervision in accordance with established methods and procedures. Supervision may be exercised over a small maintenance crew.

## **ESSENTIAL FUNCTIONS**

Maintaining and repairing streets, sidewalks, drainage, parks, and public facilities; operating equipment, mowers, trucks, and other equipment; supervising work crew in the absence of the Work Force Leader I.

## **EXAMPLES OF WORK**

- Performs a variety of skilled and semiskilled tasks in maintaining and repairing streets, sidewalks, drainage, parks, and public facilities.
- Builds and sets forms to proper grade and finishes concrete; patches new and old concrete work.
- Mows rights-of-way; cleans public grounds and parking lots.
- Transports crew, materials, and equipment to job sites.
- Removes damaged sections of pavement, fills holes with patching materials, and tamps or rolls patches.
- Installs and maintains informational, regulatory, and construction signs.
- Drives truck to and from maintenance and construction sites.
- Operates construction equipment during maintenance and repair tasks.
- Performs building maintenance and repair work.
- Prepares ballfields and park facilities for regular and special events.
- Installs and removes festive lights, decorations, and flags.
- Paints curbs, crosswalks, and stop bars.
- Makes, installs, and repairs street signs.
- Constructs, repairs, and maintains manholes, catch basins, and curbs.
- Assists with snow and ice control.
- Performs related tasks as required.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of the maintenance, repair, and manual tasks of the area assigned; thorough knowledge in the use of common and specialized hand and power tools required in the work; thorough knowledge of the safe use and operation and preventive maintenance of mechanical equipment required in the work; ability to perform heavy manual labor for extended periods, often under unfavorable weather conditions; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with associates.

**MINIMUM EDUCATION AND EXPERIENCE**

High School graduation, High School Equivalency Diploma, or G.E.D. Certificate; supplemented by three (3) years of experience in public works, general construction park maintenance, utilities support, and/or general maintenance; or any equivalent combination of education, training, and experience.

**WORK CONDITIONS**

- Heavy work requiring the exertion of up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects.
- Work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and feeling.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.

**SPECIAL REQUIREMENTS**

- Possession of an appropriate commercial driver's license valid in the State of Maryland.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.